

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SENATE

17 SEP 19 PM 4:49

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute

Travel date(s): 8/3/2017 - 8/10/2017

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$2,895	\$870	\$185	Election day materials - \$67.70 Phone and airtime - \$36.00 Water and Snacks - \$9.31 Conference materials - \$7.25 Total: 120.26

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda

9-18-17
(Date)

Sophia Lalani
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9-18-17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

ಪ್ರತಿಭಟನೆ

Friday, August 4, 2017 – Delegate Arrivals
**for delegates arriving August 3rd, items marked "All Day" apply*

Friday, August 4, 2017 – Delegate Arrivals
**for delegates arriving August 3rd, items marked "All Day" apply*

Arrival at Jomo Kenyatta Airport

Saturday, August 5, 2017 – Briefings
Location: Fedora Room 2, Second Floor

Saturday, August 5, 2017 – Briefings
Location: Fedora Room 2, Second Floor

Breakfast

Breakfast
Location: Cafe Villa Rosa

Briefing #1: NDI in Kenya

Briefing #1: NDI in Kenya
Presenters: Dr. Keith Jennings, NDI
 Mr. Dickson Omondi, NDI

Briefing #2: NDI's Approach to International Election Observation

Briefing #2: NDI's Approach to International Election Observation

Presenters: Mr. Pat Merloe, NDI
Ms. Sarah Cooper, NDI

Break

Briefing #3: NDI's Gender Perspective and the IOM

Briefing #3: NDI's Gender Perspective and the IOM
Presenters: Ms. Amanda Domingues, NDI
 Dr. Menna Demessie, Congressional Black Caucus
 Foundation
 Ms. Roseline Idele, NDI

Lunch

Lunch
Location: Cafe Villa Rosa

Briefing #4: Political Context and Overview for the 2017 Kenya Elections

Briefing #4: Political Context and Overview for the 2017 Kenya Elections

	Presenters: Mr. Dickson Omondi, NDI Mr. Bobby Mkangi, NDI Kenya Board Member
3:00pm – 3:15pm	Break
3:15pm – 4:30pm	Briefing #5: IEBC and Election Preparedness and How the Process is Supposed to Unfold at the Polling Stations Presenters: Mr. Pat Merloe, NDI Mr. Bill Sweeney, IFES Mr. Deryck Fitz, IFES
4:30pm – 5:00pm	Briefing #6: Completing the Checklist and Reporting Presenters: Ms. Rakeb Abate, NDI Ms. Sarah Cooper, NDI
5:30pm - 6:30pm	Discussion with Rt. Hon. Raila Odinga Location: Fedora Room 2
6:30pm – 7:30pm	Welcome Reception Location: Fedora Room
7:30pm – 9:00pm	Dinner with the Elections Observation Group <i>The Elections Observation Group, a Kenyan civil society group observing the elections, presented on their long term observation, short term observation, and upcoming parallel vote tally.</i> Presenter: Ms. Regina Opondo, ELOG Mr. Kennedy Masime, ELOG Mr. Raphael Mulle, ELOG Location: Fedora Room

Sunday, August 6, 2017 – Briefings

Location: Fedora Room 2. Second Floor

	8:00am – 9:00am Briefing #7: Media Update Presenters: Mr. Jerry Hartz, NDI
9:00am – 10:00am	Briefing #6, continued: Completing the Checklist and Reporting Presenters: Ms. Sarah Cooper, NDI

10:00am – 11:00am	Briefing #8: Deployment Logistics, County Updates and Material Distribution Presenters: Ms. Rakeb Abate, NDI
11:00am – 11:45am	Briefing #9: Security Briefing Presenters: Mr. Geoff Hughes, NDI
11:45am - 12:00pm	General Question and Answer Various NDI staff available
12:00pm – 1:00pm	Lunch Location: Cafe Villa Rosa, First Floor
3:00pm – 5:00pm	Travel to Kajiado County Upon arrival: Check-in to The Smith Hotel and meet county delegate assistant
5:00pm	Arrival in Kajiado County
7:00pm	<i>Check in with Nairobi Coordination Center</i>

Monday, August 7, 2017 – Delegate Deployment - Kajiado

All Day Election Observation Mission Support Office Open: Opus 3 - 4

10:00am – 11:00am **Meeting with ELOG Long Term Observer Supervisor**
ELOG staff: Daudi Sipoi

1:30pm – 2:30pm **Meeting with County IEBC officials**
IEBC staff: Saadi Noor Odawa

3:00pm – 6:00pm **Advance trips to polling stations**

4:30pm **Return to hotel**

Tuesday, August 8, 2017 - Election Day



NATIONAL
DEMOCRATIC
INSTITUTE
FOR INTERNATIONAL AFFAIRS

455 Massachusetts Avenue, NW, 8th Floor
Washington, DC 20001-2621
P: 202.728.5500 f: 888.875.2887

www.ndi.org
www.twitter.com/ndi
www.facebook.com/national.democratic.institute

BOARD OF DIRECTORS

Chairman
Madeleine K. Albright

Vice Chairs
Harriet C. Babbitt
Thomas A. Daschle
Marc B. Nathanson

Secretary
Patrick J. Griffin

Treasurer
Robert G. Liberatori

President
Kenneth Wollack

Bernard W. Aronson
J. Brian Atwood
Elizabeth F. Bagley
Rye Barcott
Howard Berman
Richard C. Blum
Donna Brazile
Joan Baggett Calambokidis
Robin C. Carnahan
Johnnie Carson
Howard Dean
Sam Gejdenson
Rachel Horowitz
Karl F. Inderfurth
Edward Kaufman
Peter Kovler
Barbara Mikulski
James C. O'Brien
Mary Cathryn Ricker
Nancy H. Rubin
Michael R. Steed
Maurice Tempelsum
Lynda L. Thomas
Maureen White
Tamara Cofman Wittes

Counsel
Frank M. (Rusty) Conner, III

Chairmen Emeriti
Paul G. Kirk, Jr.
Walter F. Mondale
Charles T. Manatt
(1936-2011)

**SENIOR ADVISORY
COMMITTEE**
William V. Alexander
Michael D. Barnes
Bill Bradley
Emanuel Cleaver, II
Christopher J. Dodd
Michael S. Dukakis
Martin Frost
Richard N. Gardner
Richard A. Gephardt
Peter G. Kelly
Paul G. Kirk, Jr.
Elliot F. Kulick
John Lewis
Donald F. McHenry
Charles S. Robb
Esteban E. Torres
Andrew J. Young

June 5, 2017

Sophia Lalani
Foreign Policy Advisor
U.S. Senator Cory Booker
Washington, DC 20510

Dear Sophia,

The National Democratic Institute (NDI) is pleased to invite you to join its international delegation that will assess the electoral process during the August 8, 2017 elections in Kenya. The mission will work in small teams to observe polling stations, results centers, and the overall environment on election day. Through a press statement and final report, the delegation will discuss its findings, contribute to electoral accountability and enhance prospects for peaceful and credible polls in 2017. This election, should it be credible, would strengthen Kenya's institutions and reinforce its democratic status, subsequent to the 2007 and 2008 post-election violence. The 2017 polls will mark a further test of Kenya's electoral commission and political parties to manage a polarized and contested environment.

The Institute envisions an eight-day deployment, arriving on August 3 and departing on August 10, during which delegates would participate in meetings with stakeholders in Nairobi and outside Nairobi, and observe election activities in a designated region. They would work together to analyze the overall environment and draft a statement, including recommendations.

You will receive briefing materials, an agenda and additional logistical information before your departure, and a briefing on Kenya's political environment and the status of electoral preparations upon arrival in Nairobi. NDI will make your visa, travel and lodging arrangements. NDI will also cover the costs of economy-class travel, food and lodging for the duration of the mission.

NDI has observed elections worldwide and has established a reputation for impartiality and professionalism. *We assume that in accepting the invitation you have no conflict of interest (political, financial or otherwise) in Kenya that would influence your ability to observe the election in an impartial manner or create the perception of a conflict of interest. If you are uncertain about this or have any questions please contact me at (202) 728-5659 or kjennings@ndi.org, as soon as possible.*

We believe that the delegation would benefit from your experience and leadership and hope you will participate in this important mission.

Sincerely,

Dr. Keith Jennings
Senior Associate and Regional Director, Southern and East Africa